

Subject Matter Matrix

The following is a matrix of subject matter for which our contract providers have indicated an ability to develop and deliver training and consultation services. These subject areas are only an example of the training that may be developed and provided by our highly qualified group of training providers. Use this list as a guide to help in the design of training needs. Also please contact DHRM for feedback on past trainings and direction on who may best fit your specific needs.	Excel Management	нгса	Jefferson Smith	Jill Carter	Joan Burnside	John Cruz	L. Ward and Company	Mentally Awake	Premier Management Inc.	Center for Human Potential	Shipley Training Institute	The Focused Approach	U of U Continuing Education	Whats Working Well
Leadership theories, principles, and styles	•	•	•	•	•		•	•	•	•	•	•	•	
Self-knowledge and career development			•	•	•		•	•	•	•		•	•	
Diversity management			•	•	•			•	•	•		•	•	
Change management	•	•	•	•	•	•	•	•	•	•	•	•	•	
Organizational behavior and dynamics	•	•		•	•	•	•	•	•	•		•	•	
Team development/team building	•	•	•	•	•	•	•	•	•	•	•	•	•	
Group and team facilitation	•	•	•	•	•		•	•	•	•		•	•	
Conflict management and resolution	•	•		•	•	•	•	•	•	•		•	•	
Workflow analysis/redesign	•				•	•	•		•					
Problem solving/decision making	•		•	•	•	•		•	•	•			•	
Management ethics			•	•	•		•	•	•	•		•	•	
Executive and professional coaching	•	•	•	•	•	•	•	•	•	•		•	•	•
Performance management and motivation	•	•		•	•	•	•	•	•			•	•	
Work contracting/delegation	•			•	•	•	•	•	•	•		•	•	
Strategic planning			•		•	•	•		•	•		•	•	
Media relations			•		•					•			•	
Corrective and disciplinary action				•	•		•	•	•	•		•	•	
Human Resource Liability (ie. ADA, FMLA, FLSA, workers comp, etc.)				•	•				•			•	•	
Recruitment, selection and classification	•	•		•	•		•	•		•			•	
Data gathering and research methodology	•			•	•		•		•	•				
Public budgeting and finance	•								•	•				
Legislative process					•				•	•				
Time management	•	•	•	•	•	•	•	•	•	•	•		•	
Customer relations and service	•		•	•	•	•	•	•	•	•	•		•	
Telephone skills	•		•	•	•			•		•				
Communication	•	•	•	•	•	•	•	•	•	•	•		•	

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Presentation skills	•		•	•	•		•	•	•	•			•	
Business writing	•		•		•			•		•	•		•	
Project management	•			•	•	•	•		•	•	•	•	•	
Collaboration and negotiation	•				•		•	•	•	•		•	•	
Operations Process Management	•													
Developing and presenting a business case								•	•					
Gender Differences in the Workplace				•										
Generational Differences in the Workplace				•										
Emotional Intelligence				•										
On-boarding and Socialization in the Workplace Attracting, Retaining and ENGAGING the Public Sector Employee				•				•						
Mission Vision and Values								•						
Influence and persuasive skills		•												
Interpersonal Skills		•												
Coaching for Managers		•												
Assertiveness		•												
Goal Achieving											•			
Stress											•			
Systems Analysis						•								